

ROLODEX[®]
ELECTRONICS

RK-8203

E-Z File
Pro

User's Guide
www.franklin.com

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Notice

The manufacturer strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, the manufacturer assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.

The manufacturer assumes no responsibility, directly or indirectly, for financial losses or claims from third parties resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.


The information provided in this manual is subject to change without notice.

Cautions

- Do not carry the device in the back pocket of your slacks or trousers.
- Do not drop the device or apply excessive force to it.
- Do not subject the device to extreme temperatures.
- Clean only with a soft, dry cloth.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause the device to malfunction.

Getting Started

The first time you use this device, you should perform a system reset. Pressing the reset button with more than light pressure may permanently disable your device. **Warning!** A system reset erases any user-entered information and clears all settings.

1. Turn the device over and carefully remove the battery insulation tab.
2. Press  to turn the device off.
3. Use a paper clip to gently press the reset button on the back of the device.

The Reset button is accessed via the hole to the left of the battery door on the back of the unit.

4. Press **Y** to reset the device.

Key Guide

Function Keys



Turns the unit on and off.



Displays the time and date.



Goes to the Contacts directory.



Goes to the Memo directory.

CALC

Goes to the Calculator.

EDIT

Edits selected data.

SPACE

Types a space.

NEW

Starts a new record.

SAVE

Saves the current record or settings.



Moves the cursor right or left.



(DIAL)

Turn up, to move up through records in viewing mode. Turn down, to move down through records in viewing mode.




Shifted Keys

Press **SHIFT** first and then press a key within two seconds to access the function printed above the key. If you take too long to press another key, you may be required to press **SHIFT** again.

SHIFT + EDIT (DEL)	Enables you to delete a record or disable a setting.
SHIFT + SPACE (SYSTEM)	Goes to the System menu.
SHIFT + NEW (INS)	Enables you to insert one character at the cursor.
SHIFT + Q-P (1-0)	Enters numbers 1-0.

You can enter the following symbols by first pressing **SHIFT** and then the letter above which they are printed: **_**, ****, **.**, **@**, **#**, **/**, **\$**, **(**, **)**, **&**, **:**, and **—**.

Changing System Settings

System settings appear in the following order when you turn the dial down repeatedly: *DATE FORMAT?*, *TIME FORMAT?*, *DAILY ALARM?*, *ADJ DISPLAY?* (adjust display), *KEYTONE ON?*, *USE PC SYNC?*, *SET A PASSCODE?*, *CHANGE LANGUAGE?*. You can change either a single setting or multiple settings at a time. Each time you press **SAVE** the System menu screen appears. Press ,  or  to exit the System menu at any time. All instructions in this section start from the System menu. Press **SHIFT** and then press **SPACE (SYSTEM)** to access the System menu.

Setting the Date Format

1. Turn the dial down until you see *DATE FORMAT?*.
2. Press **Y** to change the date format.
The date format screen appears.
3. Press **N** to toggle between *MM/DD/YYYY* and *DD/MM/YYYY*.
The default date format is *MM/DD/YYYY*.
4. When you see the format you want, press **Y** to select it.

Setting the Time Format

1. Turn the dial down until you see *TIME FORMAT?*
2. Press **Y** to change the time format.
The time format screen appears.
3. Press **N** to toggle between *AM/PM TIME* and *24 HR TIME*.
The default setting is *AM/PM TIME*.
4. When you see the format you want, press **Y** to select it.

Using a Daily Alarm

You can set, change or turn a daily alarm off in the System menu.

Setting the Daily Alarm

1. Turn the dial down until you see *DAILY ALARM?*
2. Press **Y** to set the alarm.
You see *SET ALARM FOR....* The time format you selected is displayed.
3. Enter a time for the alarm. For example, enter **0730**.
4. Press **SAVE** to save the alarm setting.

Changing the Daily Alarm




1. Turn the dial down until you see *DAILY ALARM?*
2. Press **Y** to change the alarm.
The current alarm setting appears on the screen.
3. Enter a new time for the alarm.
4. Press **SAVE** to save the alarm setting.

Turning Off the Daily Alarm

1. Turn the dial down until you see *DAILY ALARM?*
2. Press **Y** to see the current daily alarm setting.
3. Press **SHIFT** and then press **EDIT (DEL)**.
DELETE? Y/N appears on the screen.
4. Press **Y** to delete the alarm setting
Press **N** to exit without changing the alarm setting.

✓ Shutting Off the Alarm

When the alarm goes off, it will beep for 30 seconds. Press any key to shut off the alarm. If you

press  ,  ,  or **CALC** you go to that mode. If you press any other key you go back to time mode. If no key is pressed, the unit will automatically shut off after 60 seconds.

Changing the Contrast

1. Turn the dial down until you see *ADJ DISPLAY?*
2. Press **Y** to adjust the contrast of the display.
PRESS < OR > TO ADJUST CONTRAST appears on the screen.
3. Press **>** to increase the contrast.
Press **<** to decrease the contrast.
4. Press **SAVE** to save the display setting.

Setting the Keytone

The keytone is the beep that sounds when any key is pressed. The default setting is active. To turn the keytone off, do the following:

1. Turn the dial down until you see *KEYTONE ON?*
2. Press **N** to turn the keytone off.
Press **Y** to leave the keytone on.

To turn the keytone back on, turn the dial down in the System menu until you see *KEYTONE ON?* Press **Y** to turn it on.

Using PC Sync

Please see “Synchronizing Records” for details.

Using a Passcode

You can lock your device by setting a passcode. Once you activate your passcode you will be required to enter it each time you turn on your unit.

Warning! Please write down your passcode and keep it in a safe location.

If you forget your passcode or enter the wrong passcode, you will not be able to use your device. In order to access your device, you will have to perform a system reset, which will clear the passcode but will also erase all the data stored in memory. To prevent loss of data, please keep written records of your data. To learn how to perform a system reset, read “Getting Started.”

Setting a Passcode

1. Turn the dial down until you see *SET A PASSCODE?*
2. Press **Y**.

You are prompted to enter a four-digit passcode.

3. Enter a four-digit passcode.
4. Press **SAVE** to save your passcode.

You are prompted to confirm your passcode.

5. Press **Y** to confirm and activate your passcode.

Press **N** to exit without confirming your passcode. The passcode is not set.

Changing a Passcode

1. Turn the dial down until you see *SET A PASSCODE?*.
2. Press **Y**.
3. Enter your existing passcode.
4. Press **EDIT**.

You are prompted to enter a new four-digit passcode.

5. Enter a new passcode.
6. Press **SAVE** to save the new passcode.

Press **N** to exit without confirming your passcode. The old passcode is still active.

Deleting a Passcode

1. Turn the dial down until you see *SET A PASSCODE?*.
2. Press **Y**.
3. Enter your existing passcode.
4. Press **SHIFT** and then **EDIT (DEL)**.
DELETE? Y/N appears on the screen.
5. Press **Y** to delete the passcode.

Press **N** to exit without deleting your passcode.


Selecting a Language

You can change the language of the screen prompts and menus. There are five languages that appear in the following order when you turn the dial down in the Language menu: *ENGLISH*, *ESPAÑOL* (Spanish), *FRANÇAIS* (French), *DEUTSCH* (German) and *ITALIANO* (Italian). English is the default language. To select a different language, do the following.

1. Turn the dial down until you see *CHANGE LANGUAGE?*.
2. Press **Y**.
Press **N** to return to the main System menu screen.
3. Turn the dial down to cycle through the available languages.
4. When you see the language you want, push the dial in or press **SAVE** to select it.

Setting the Time and Date

There are three fields in the Time/Date screen: day, date and time. **Note:** The format for the time and date displays is set in the System menu. ► to the left of the screen marks the active field. A blinking cursor marks the spot where the character you enter will be placed.

1. Press  .

If no time or date has been previously set, the display reads *HH:MM A/P* and *MM/DD/YYYY*.

2. Press **EDIT**.

► to the left of the screen indicates the date field is active.

3. Enter the date. For example, type **01282004**.
4. Turn the dial once to the right to go to the time field.
5. Enter the time and press **A** or **P** for a.m. or p.m, if necessary. For example, type **0900A**.
6. Press **SAVE** to save your settings.

Using the Contacts Directory

Each Contacts record has seven fields: *NAME?*, *ADDRESS?*, *E-MAIL?*, *HOME#?*, *WORK#?*, *CELL#?*, *FAX#?*. You can enter a maximum of 36 characters in all fields except *ADDRESS?* and *E-MAIL?*. A maximum of 48 characters can be entered in these two fields.

► to the left of the screen indicates the active line. Arrows to the right of the screen indicate which arrow keys you can press to move around the screen.

The alphabet tabs at the top of the screen function like tabs in a telephone directory and indicate the letter currently being searched, if any.

Entering a Contact

1. Press  .

You are first prompted to enter a name or turn the dial, and then *NAME?* appears on the screen. This is the default screen each time you turn the unit on.

2. Press **NEW**.

► appears to the left of the screen and a flashing cursor appears on the first line. Each letter you enter is inserted in the spot marked by the flashing cursor.

3. Enter the full name of the contact you want to add.

Note: You must enter a name if you wish to save the entry.

You can also enter a name first and then press **NEW**.

Note: The first character in the *NAME?* field cannot be a symbol. It must be a letter or a number.

Press **SHIFT** and use **Q-P** to enter numbers.

Use **< >** to move the flashing cursor left or right.

4. Turn the dial down to move to each consecutive field and enter data in the fields you want.

The contact's name remains on the top line.

The second line displays the label of the current field. **►** appears to the left of the third line. A flashing cursor indicates where you can begin entering data.

When data exceeds the length of the screen, characters scroll off the screen to the left.

Press **>** to view those characters.

You need not enter data in every field.

5. Press **SAVE** at any time to save the record.


The remaining memory flashes briefly on the screen.

NAME? appears on the screen.

Viewing Contacts

There are two ways to search for a contact's information. The first way is by entering letters at the *NAME?* screen and searching for a matching record. The second way is by using the letter tabs at the top of the screen. Read the following to learn how to use these two methods.

Using Letters or Numbers to View Contacts


1. Press  .
2. Type one or more characters of the name you want.
3. Push in the dial to start the search.

The Name and Home phone number of the closest matching record are displayed.

If no matching record is found, then the message "NO FILE NAME STARTS WITH THIS LETTER" flashes and you return to the *NAME?* screen.


Turn the dial up or down to scroll up and down through the other records of the tab of your match.

4. Push in the dial to view the fields of the record you want.
 - ▶ appears next to the name field to show the record is selected.
5. Turn the dial up or down to move up and down through the fields of the record.

Only fields with data in them are displayed.
If any field contains more than 12 characters, use < > to scroll left or right to read the rest of the data. Press and hold < > to scroll to the left or right.
6. Press  to exit that record.

NAME? appears on the screen.

Using the Letter or # Tabs to View Contacts

1. Press .
2. Turn the dial up or down to scroll through the letter tabs until you reach the one you want.
3. Push in the dial.

The first record starting with that letter is displayed.

If no entry exists for the selected letter, the message "NO FILE STARTS WITH THIS LETTER" flashes on the screen and you return to the *NAME?* screen.

If you entered numbers in the *NAME?* field instead of letters, select #.

4. Turn the dial up or down to scroll through the records for that letter.

Follow Steps 4-6 above to view the fields of the record you want.

Editing a Contact Record

1. Find the record you want to edit using one of the methods above.

2. Press **EDIT**.

The first character of the name field blinks.

3. Turn the dial down to find the field you want.
As the unit is now in Edit mode, all fields are displayed.

The labels on the second line of the display indicate the field currently being displayed.

4. Enter your edits.

Use **< >** to move the blinking cursor left or right.

Press **SHIFT** and then press **NEW (INS)** to insert one character before the blinking character.

5. Press **SAVE** at any time to save your changes.
NAME? appears on the screen.

Deleting a Contact Record

Find the record you want to delete.


1. Press **SHIFT** and then press **EDIT (DEL)**.
DELETE? Y/N appears on the screen.
2. Press **Y** to delete the record.
Press **N** to cancel the deletion.
NAME? appears on the screen.

Using the Memo Directory

Each Memo record consists of four fields: *MEMO?*, *MM/DD/YYYY?*, *HH:MM A/P* and *ALERT? Y/N*. You can enter a maximum of 48 characters in the first field. You can set a alert for each memo. When the clock reaches the time and date you set, the alert will sound.

Memos with alerts are stored in chronological order from the oldest to the newest. Undated memos are ranked above dated memos. New memos are stored in numeric and then alphabetical order.

Entering a Memo

1. Press  .
MEMO? appears on the screen.

2. Press **NEW**.

► appears to the left of the screen and a flashing cursor appears on the first line. Each letter or number you enter is inserted in the spot marked by the flashing cursor.

3. Enter your memo.

You can also enter a memo first and then press **NEW**.

Press **SHIFT** and use **Q-P** to enter numbers.

Use **< >** to move the flashing cursor left or right.

Once the data exceeds a 12-character limit, letters scroll off the screen to the left.

4. Turn the dial down once to set the date and twice to set the time.

You need not enter data in every field.

5. Turn the dial down once more to go to the *ALERT?* field.

6. Press **Y** to set the alert date and time.

If you press **N** in the *ALERT?* field, the record is saved automatically and *MEMO?* appears on the screen.

7. Turn the dial down once to set the alert date and twice to set the time.

8. Turn the dial once more to make the alert an annual one.

9. Press **Y** to set the annual alert.


This saves your memo as an annual reminder so you do not have to re-enter the memo each year.

Press **N** if you do not wish to set an annual alert.

The record is saved and *MEMO?* appears on the screen.

Viewing Memos

Turn the dial to scroll through the list of memos. To find a particular memo, follow the steps below.

1. Press  .
2. Type one or more characters of the memo you want.
3. Push in the dial to start the search.

The text of the closest matching record is displayed.

If no matching record is found, then the message "NO MEMO FILE STARTS WITH THIS LETTER" flashes and you return to the *MEMO?* screen.

Turn the dial up or down to scroll up and down through the other records.

4. Push in the dial to view the fields of the record


you want.

► appears next to the memo field to show the record is selected.

5. Turn the dial up or down to move through the fields of the record.

Only fields with data in them are displayed.

If any field contains more than 12 characters, use < > to scroll left or right to read the rest of the data. Press and hold < > to scroll to the left or right.

6. Press  to exit that record.
MEMO? appears on the screen.

Editing a Memo

Find the memo you want using the steps above.

1. Press **EDIT**.

The first character in the memo field blinks.

2. Turn the dial down until you find the field you want to edit.

As the unit is now in Edit mode, all fields are displayed.

3. Enter your edits.

Use < > to move the blinking cursor left or right.

4. Press **SHIFT** and then press **NEW (INS)** to insert

one character before the blinking character.

5. Press **SAVE** at any time to save your changes.
MEMO? appears on the screen.


Deleting a Memo

1. Find the memo you want to delete.
2. Press **SHIFT** and then press **EDIT (DEL)**.
DELETE? Y/N appears on the screen.
3. Press **Y** to delete the record.
Press **N** to cancel the deletion.
MEMO? appears on the screen.

✓ Memo Alerts

The memo reminder alarm sounds for 30 seconds.
Press any key to shut off the alarm.

If the unit is on, the alarm sounds and the memo you are being reminded of is displayed. The memo remains on the screen even after the alarm shuts off. If the unit is off, it is turned on automatically and the alarm sounds. If no other key is pressed for 60 seconds the unit shuts off. The next time the unit is turned on, the message *CHECK MEMOS*

appears. Press  and then turn the dial down to locate the memo you missed.

Using the Calculator

1. Press **CALC**.

2. Type a number.

You can type up to 10 digits. To type a decimal, press **J(.)**.

All numbers and math functions are automatically active in the calculator. That means you do not't have to press **SHIFT** to enter a number or function.

3. Press **D(+)**, **F(—)**, **G(x)**, **H(÷)** to add, subtract, multiply, or divide, respectively.

4. Type another number.

5. Press **L(=)** to do the calculation.

Or press **K(%)** to calculate the percentage.

6. Press **CALC** or **EDIT** to clear the calculator.

Installing the Rolodex Electronics

Desktop Manager

The *Rolodex® Electronics Desktop Manager* is the PC software program that transfers data between the your Rolodex® device, the Rolodex® E-Z File Pro, and a personal computer (PC). You can synchronize MS Outlook® 97/98/2000/2002 and Intellisync Mobile Desktop files. The Desktop Manager has the following system requirements:

- IBM® compatible Pentium® class PC or higher
- Windows 98, Me, 2000 or XP (English, version)
- 64 MB RAM
- 256 Color VGA Monitor
- 30 MB hard disk space
- CD-ROM drive (for installation)
- One free serial communications (COM) port
- Mouse or other pointing device

To install the Desktop Manager on your PC:

1. Insert the Rolodex® Electronics Desktop Manager CD into the CD-ROM drive on your PC.

The Setup screen appears.

If this screen DOES NOT launch automatically, follow these steps.

- Go to **Start | Run**.
- Type **d:/setup** and press **ENTER**.

2. Check the Install Rolodex Electronics Desktop Manager box.

Select your model number, if needed.

To install *Intellisync Mobile Desktop*, check the corresponding box.

3. Select a language, if necessary.

Follow the instructions on the screen to install the program.

4. Click the **Finish** button when done.

Synchronizing Records

Before you can synchronize records you must:


1. Install the *Rolodex® Electronics Desktop Manager* onto your PC.
2. Connect the Rolodex® device to the PC using the serial cable provided.
 - Turn your PC off.
 - Connect the 9-pin plug of the cable into a free communications (COM) port.
 - Connect the single-pin plug of the cable into the PC PORT hole on your Rolodex device.
3. Start the Desktop Manager.
4. From the PC, click **Start | Programs | Franklin Electronic Publishers | Rolodex Electronics Desktop Manager**.
5. Set the communication port.
6. From the Desktop Manager, click **Setup | Connection**. Select the port you want and click **OK**.
7. Use *Intellisync for Rolodex Electronics* to match your PC organizer programs with the organizer programs on your Rolodex® device.

Synchronizing Data

You can synchronize personal information between a PC organizer program and an organizer program on your device.

Note: Make sure the cable is connected securely to both the PC and the device.

To transfer data from the Desktop Manager, follow these steps.

1. Click  or **File | Synchronize**.
2. On your device, press **SHIFT** and then press **SPACE (SYSTEM)**.
3. Turn the dial down until you see *USE PC SYNC?*
4. Press **Y**.


Warning! Once you transfer data between your Rolodex® device and your PC, they become a matched pair. Should you try to synchronize data between your device and a different PC, your data is likely to be corrupted. It is best to synchronize between a single matched pair.

Note: For proper synchronization, make sure that the organizer programs you want are selected in Intellisync.

For more information on the *Rolodex® Electronics Desktop Manager*, please refer to the README file on the CD and the online help in the program.

Replacing the Battery

This device uses two CR-2032 lithium batteries. Replace the batteries as soon as the display begins to dim or the low battery warning appears. Please have a small Phillips screwdriver and the new batteries at hand before you follow the steps below.

Warning! When changing the batteries, make sure the device is not on a hard surface. If  is pressed accidentally, your data will be lost.

Warning! When no batteries are installed, this device will save your information for only about 30 seconds. So install the new batteries quickly when you remove the old ones.

1. Turn the device off and turn it over.
2. With the Phillips screwdriver, remove the screw to the battery cover and then remove the cover.

Do not remove the screws at the sides of the device.

3. Remove the old batteries and quickly replace them with the new batteries with the positive (+) side facing up.
4. Replace the battery cover.

Warning! This device stores your information as long as the batteries supply power. If the batteries lose power or are removed, all your information will be lost. Always keep written copies of your important information in case it is corrupted or lost.

Specifications

- **Model:** RK-8203 *E-Z File Pro*
- **Size:** 10.6 X 8.52 X 1.19 cm
- **Weight:** 2.5 oz
- **Battery:** 2 CR-2032 Lithium
- **Storage Capacity:** 128 KB

ISBN: 1-59074-202-8

Cleaning this Product

To clean this product, spray a mild glass cleaner onto a cloth and wipe its surface. Don't spray liquids directly onto the unit. Don't use or store your device in extreme or prolonged heat, cold, humidity, or other adverse conditions.

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This unit may change operating modes due to Electro-static Discharge. Normal operation of this unit can be re-established by pressing the reset key,  or by removing/replacing batteries.

FCC NOTICE

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation. Warning: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio com-

munications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

NOTE: This unit was tested with shielded cables on the peripheral devices. Shielded cables must be used with the unit to insure compliance.

NOTE: The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.

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(C) WARRANTY SERVICE: UPON DISCOVERING A DEFECT, YOU MUST CALL FRANKLIN'S CUSTOMER SERVICE DESK, 1-800-266-5626, TO REQUEST A RETURN MERCHANDISE AUTHORIZATION ("RMA") NUMBER, BEFORE RETURNING THE PRODUCT (TRANSPORTATION CHARGES PREPAID) TO:

FRANKLIN ELECTRONIC PUBLISHERS, INC.
ATTN: SERVICE DEPARTMENT
ONE FRANKLIN PLAZA
BURLINGTON, NJ 08016-4907

IF YOU RETURN A FRANKLIN PRODUCT, PLEASE INCLUDE A NOTE WITH THE RMA, YOUR NAME, ADDRESS, TELEPHONE NUMBER, A BRIEF DESCRIPTION OF THE DEFECT AND A COPY OF YOUR SALES RECEIPT AS PROOF OF YOUR ORIGINAL DATE OF PURCHASE. YOU MUST ALSO WRITE THE RMA PROMINENTLY ON THE PACKAGE IF YOU RETURN THE PRODUCT, OTHERWISE THERE MAY BE A LENGTHY DELAY IN THE PROCESSING OF YOUR RETURN. WE STRONGLY RECOMMEND USING A TRACKABLE FORM OF DELIVERY TO FRANKLIN FOR YOUR RETURN.

Limited Warranty (EU and Switzerland)

This product, excluding batteries and liquid crystal display (LCD), is guaranteed by Franklin for a period of two years from the date of purchase. It will be repaired or replaced with an equivalent product (at Franklin's option) free of charge for any defect due to faulty workmanship or materials.

Products purchased outside the European Union and Switzerland that are returned under warranty should be returned to the original vendor with proof of purchase and description of fault. Charges will be made for all repairs unless valid proof of purchase is provided.

This warranty explicitly excludes defects due to misuse, accidental damage, or wear and tear. This guarantee does not affect the consumer's statutory rights.

Limited Warranty (outside U.S., EU and Switzerland)

This product, excluding batteries and liquid crystal display (LCD), is guaranteed by Franklin for a period of one year from the date of purchase. It will be repaired or replaced with an equivalent product (at Franklin's option) free of charge for any defect due to faulty workmanship or materials.

Products purchased outside the United States, the European Union and Switzerland that are returned under warranty should be returned to the original vendor with proof of purchase and description of fault. Charges will be made for all repairs unless valid proof of purchase is provided.

This warranty explicitly excludes defects due to misuse, accidental damage, or wear and tear. This guarantee does not affect the consumer's statutory rights.

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